

Specifications for the Classes:

REGISTRAR OF CONVEYANCES
DEPUTY REGISTRAR OF CONVEYANCES
(DEPUTY REGTR OF CONVEYANCES)

These classes reflect responsibility as the Registrar and Deputy Registrar of the Bureau of Conveyances (BOC). The BOC is responsible for maintaining an accurate, timely and permanent record system for title to real property. Such responsibility involves the receipt, examination, abstracting and recordation of information from original documents affecting land titles and landownership in the State of Hawaii, in accordance with two recording systems—the Regular system and the Land Court system; the issuance of Land Court certificates of title; the maintenance of comprehensive records (which include deeds, mortgages, maps, liens, judgment and other land court documents that affect title to property); and the registration of documents under the provision of the Uniform Commercial Code (UCC) as a means of perfecting security interest in personal property.

Distinguishing Characteristics:

Registrar of Conveyances: The sole position in the class Registrar of Conveyances is a division chief and is responsible for administering the statewide recordation, certification and registration programs of the BOC. Such responsibility involves planning, organizing and directing division activities and operations; developing goals, plans and strategies, and formulating policies and procedures for the administration and delivery of accurate and efficient operations and services.

Deputy Registrar of Conveyances: As full assistant to the Registrar of Conveyances, the sole position in the class Deputy Registrar of Conveyances assists in the administration of the BOC by participating in administrative and management support activities for the division; coordinates, manages and directs the day-to-day operations of the division; assists in the resolution of technical and operational problems; and assumes the duties of the Registrar in his/her absence.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, organizes and administers the programs and functions of the division.
2. Develops program goals, plans and strategies for the administration and delivery of accurate and efficient operations and services.

REGISTRAR OF CONVEYANCES
DEPUTY REGISTRAR OF CONVEYANCES

Page 2
17.282
17.283

3. Formulates and establishes policies and procedures for carrying out the goals and objectives of the division and department, determines program direction and emphasis, and establishes program priorities.
4. Exercises administrative leadership to assure all laws, rules, regulations, policies and procedures are followed; interprets, explains and enforces the provisions of governing laws and regulations.
5. Organizes the division's program functions and staff, justifies staffing requirements and oversees overall staff utilization and development.
6. Oversees, manages and coordinates the day-to-day operations of the division in conformance with departmental and divisional policies, priorities and standards.
7. Directs/monitors ongoing evaluation of efficiency, effectiveness and coordination of the operations of the division.
8. Assists in the resolution of technical problems that are not covered by precedents or established policies; answers inquiries from individuals, private agencies, organizations, etc., regarding technical and/or unusual matters. Resolves complex problems from attorneys, escrow companies, title companies and the public which cannot be resolved at lower levels.
9. Affixes the seal of the Land Court to make all memoranda affecting the title of land, to enter and issue new Certificates of Title as provided by law.
10. Oversees and directs all fiscal, personnel and other administrative matters for the division.
11. Administers and executes the division's budget. Oversees the development of budget requirements and expenditure plans and the preparation of justifications. Reviews and projects revenues generated from recordings.
12. Provides supervision and program and administrative direction to subordinate staff.
13. Provides for staff training and development.
14. Reviews and takes appropriate action on divisional personnel matters including disciplinary actions, grievances and issues relating to collective bargaining contracts.

REGISTRAR OF CONVEYANCES
DEPUTY REGISTRAR OF CONVEYANCES

Page 3
17.282
17.283

15. Keeps abreast of and interprets changes in legislation; attends legislative hearings and presents testimony; consults with judges, attorneys, title insurance companies, financial institutions and other state departments on legislative proposals and changes; analyzes new or proposed legislation and evaluates its impact; drafts legislation and rules to enhance operations and improve recordation standards and procedures.
16. Speaks with individuals and before groups from various private companies and organizations to provide information on services and activities of the Bureau of Conveyances, and with various government agencies, associations and occupational groups involved with land title documents to discuss recording problems and means for improvement.
17. Represents the Chairperson of the Board of Land and Natural Resources before departmental and interdepartmental meetings, court hearings, legislative committees, and court registration matters.
18. Represents the State in all meetings and discussions with officials from other states, counties and foreign governments on recording, registering and certifying land and title in the State of Hawaii.
19. Provides direction and guidance in the operation of the automated land title registration and recordation system and its computerized indexing system of all recorded documents accessible to the public through various means.

Competencies (Knowledge, Skills and Abilities) Required: The following competencies or knowledge, skills and abilities essential for effective job performance of the major functions, duties and responsibilities for each of these classes have been identified in the table below. The operational definition of each competency required is commensurate with the scope and level of complexity of the functions, duties and responsibilities required for the class of work.

"P" indicates prerequisite knowledge and abilities, which must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

	Registrar of Conveyances	Deputy Registrar of Conveyances
ADMINISTRATIVE/MANAGERIAL COMPETENCIES		
Organizational Management: Identifies, investigates and resolves operational, administrative and organizational problems.	P	P

REGISTRAR OF CONVEYANCES
DEPUTY REGISTRAR OF CONVEYANCES

Page 4
17.282
17.283

	Registrar of Conveyances	Deputy Registrar of Conveyances
Planning & Evaluating: Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.	P	P
Strategic Thinking: Formulates effective strategies consistent with the business and competitive strategy. Examines policy issues and strategic planning with a long term perspective.	P	P
Organizational Awareness: Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.	P	P
Personnel & Human Resources: Establishes performance standards commensurate with the organization's strategic objectives and appraises performance based on established standards; provides staff development opportunities; counsels employees and takes disciplinary actions as necessary and deals effectively with employee relations matters.	P	P
Financial Management: Prepares, justifies, and/or administers the budget for program area; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies	P	P
TECHNICAL COMPETENCIES		
Laws, rules and regulations pertaining to real property and land transactions.	P	P
Legal documents/instruments affecting real property, transaction processes and legal requirements.	P	P
Methods for determining ownership of property and existence of liens against property.	A	A
State of Hawaii laws, rules and regulations pertaining to real property and land transactions.	A	A
State of Hawaii legal documents/instruments affecting real property, transaction processes and legal requirements.	A	A
Common words and phrases in the Hawaiian language used in land documents	A	A
GENERAL COMPETENCIES		
Reading: Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.	P	P

REGISTRAR OF CONVEYANCES
DEPUTY REGISTRAR OF CONVEYANCES

Page 5
17.282
17.283

	Registrar of Conveyances	Deputy Registrar of Conveyances
Communication: Expresses facts and ideas orally and in writing in a clear, convincing, and organized manner. Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (e.g., facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.	P	P
Reasoning: Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions. Uses critical and analytical thinking skills to fairly assess and interpret complex information, rules and laws. Able to make sound, logical and responsible decisions by assessing complex information and data.	P	P
Problem Solving: Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems. Demonstrates creative, innovative and progressive thinking in approach to problem resolution, program and process improvements.	P	P
Decisiveness: Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.	P	P
Interpersonal Skills: Meets and deals tactfully and effectively with a wide range of individuals and maintains effective working relationships with others.	P	P

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4)

years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Mgrl/ Admin Exp (Yrs)	Total Exp (Yrs)
Registrar of Conveyances	3	2	2	7
Deputy Registrar of Conveyances	2	2	1	5

Specialized Experience: Responsible professional, administrative, analytical or technical work experience which involved the interpretation and application of laws, rules and regulations in processing, and/or resolving complex issues pertaining to, real property and land transactions, and demonstrated knowledge of legal documents/instruments affecting real property, transaction processes and legal requirements.

Examples of Qualifying Experience include, but are not limited to:

1. Responsible work experience in full title examining work which involved searching public records, examining pertinent legal documents and official records relating to land titles such as deeds, contracts, liens and easements, and preparing summaries or abstracts of land ownership information for land acquisition purposes, and required knowledge of legal documents and terms as they relate to the condition of land title and the ability to comprehend legal documents pertaining to land ownership.
2. Responsible work experience in land management, including activities such as preparing transactions for acquisition and disposition of land, inspecting public lands for violations of contractual agreements, statutes, and land laws,

rules, and regulations and enforcing non-compliance of these agreements and laws and regulations.

3. Responsible work experience which involved the exercise of judgment with regard to the propriety of real property sales transactions, and responsibility for ensuring compliance with real estate laws, rules and regulations. Such experience should have provided substantial knowledge of principles and practices of real estate, real estate laws, documents, terminology and transaction processes and legal requirements.

Supervisory Experience: Supervisory work experience which included:

- 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Managerial/Administrative Experience: Experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (staffing, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; and actively participating in program planning, policy determination and budget formulation and execution.

Substitutions Allowed

1. Successful completion of coursework from an accredited college or university in real estate and/or real estate law may be substituted for the Specialized Experience on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year.
2. Satisfactory completion of coursework required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body) which included coursework in real estate law may be substituted for the Specialized Experience on the basis of one (1) semester of full-time coursework for six (6) months of experience up to a maximum of two (2) years of Specialized Experience.
3. Possession of a degree from a school of law accredited by a nationally recognized specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) which included coursework in real estate law may be substituted for two (2) years of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

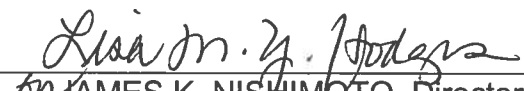
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes REGISTRAR OF CONVEYANCES and DEPUTY REGISTRAR OF CONVEYANCES (DEPUTY REGTR OF CONVEYANCES) which were approved on July 14, 2006.

Date Approved: 8/12/16



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